

EPIDEMIOLOGY PROGRAM OFFICE (HCB)

(1) Plans, directs, and manages CDC-wide training and service programs, including the Epidemic Intelligence Service (EIS), the Preventive Medicine Residency (PMR), and the Public Health Program Specialist (PHPS) programs, as well as various internship and fellowship programs; (2) plans, develops, edits, publishes and disseminates the Morbidity and Mortality Weekly Report (MMWR), related publications, and various scientific and health communication documents and special reports; (3) serves as a focal point for the development of innovative methods for the collection, analysis, and communication of public health surveillance information (e.g. National Electronic Telecommunications System for Surveillance, 121 Cities Mortality Reporting System, and CDC WONDER); (4) in collaboration with other Centers, Institute, and Offices (CIOs) and state health departments, coordinates, develops, implements, and supports various public health information systems for agency application; (5) provides consultation, technical assistance, and training on epidemiology, public health surveillance and informatics, health information systems, prevention effectiveness, scientific communications, behavioral science, statistics, and development of community health practice guidelines to CDC/ATSDR, states, other agencies, other countries, and domestic and international organizations; (6) provides epidemiologic assistance and epidemic aid through the field assignment of epidemiologists; (7) provides liaison with governmental agencies, international organizations, the Council of State and Territorial Epidemiologists, and other outside groups; (8) plans, conducts, and evaluates research activities in various aspects of disease and injury control for global programs; (9) promotes the development of international field epidemiologic training programs; (10) develops, promotes, and implements programs for international and domestic data policy formation for decision makers to identify information needs and to use information for improved decision making; (11) in carrying out the above functions, collaborates, as appropriate, with the CDC Office of the Director, other CDC CIOs, domestic and international agencies and organizations; and (12) organizes and establishes populations for research in urban areas. (Approved: December 16, 2003)

Office of the Director (HCB1)

(1) Manages, directs, coordinates, and evaluates the activities of EPO; (2) develops goals and objectives and provides leadership, policy formation, scientific oversight, and guidance in program planning and development; (3) coordinates EPO program activities with other CDC components, other PHS agencies, other federal agencies, other international organizations, state and local health departments, community-based organizations, business, and industry; (4) consults and coordinates activities with medical, scientific, and other professional organizations interested in epidemiology, public health surveillance and informatics, health information systems, terrorism and emergency response, behavioral science, statistics, scientific communications, community health practice guidelines, prevention effectiveness, and training activities; (5) ensures quality of scientific products of EPO staff and adherence to ethical principles and guidelines as specified in Department of Health and Human Services (DHHS) policy statements; (6) coordinates technical assistance to states, other nations and international organizations; (7) advises the Director, CDC, on policy matters concerning EPO activities; (8) conducts EPO planning and evaluation activities; (9) reviews, prepares, and coordinates legislation, congressional testimony, and briefing documents; (10) within the policies and guidelines of DHHS and CDC, conducts EPO planning and evaluation activities including tracking program objectives and performing evaluation studies; (11) coordinates the annual EPO program briefing, including preparation of all written and visual materials; (12) maintains liaison, on behalf of EPO, with the CDC Foundation and other similar organizations for the coordination of mutually beneficial collaborative activities; (13) plans and prepares EPO promotional and marketing materials; and (14) organizes and establishes populations for research in urban areas. (Approved: 12/16/2003)

Office of Scientific and Health Communications (HCB12)

(1) Plans, coordinates, edits, and produces the MMWR series and various special reports and publications; (2) provides editorial services and support to EPO; (3) develops, implements, and evaluates innovative methods for the communication of scientific and health information by EPO and its domestic and international constituents; (4) assists EPO and its constituents in identifying and building needed expertise, state-of-the-art technology, logistical support, and other capacities required to conduct effective scientific and health communication in domestic and international settings; (5) provides expert consultation and training to EPO, other CIOs, and outside domestic and international constituencies on development of effective messages, materials, and methods to clearly and effectively communicate risks and prevention recommendations, including written, oral, and visual communication; (6) provides leadership, coordination, and collaboration for the planning and management of EPO communications with other CDC programs and outside organizations in scientific and health communications, including serving as the primary EPO liaison with the CDC Office of Communication; (7) works closely with state and federal agencies and EPO domestic and international constituents to develop health information networks and to promote information sharing; (8) in conjunction with the CDC Office of Communication, collaborates with organizations in the public and private sectors to market prevention strategies; (9) coordinates EPO's information-sharing activities, including involvement on the Internet; (10) develops, plans, coordinates, edits, and produces the weekly component of the MMWR series; (11) participates with other office personnel for the delivery of services and training to external organizations, both domestic and international, in the area of scientific and health communications; (12) provides EPO-wide desktop publishing support, including the support of the MMWR series; (13) develops, plans, coordinates, edits, and produces other components of the MMWR series, including the MMWR Recommendations and Reports, CDC Surveillance Summaries, and the Annual Summary of Notifiable Diseases; (14) plans, coordinates, edits, and produces other EPO and CDC program publications; (15) provides editorial services for work to be published outside CDC; (16) assists in review of EPO documents for editorial clearance for all publications; (17) develops and manages an internship program in scientific and health publications management; and (18) participates with other office personnel for the delivery of services and training to external organizations, both domestic and international, in scientific and health communications. (Approved: 12/16/2003)

Office of the Director (HCB121)

(1) Provides leadership and overall direction for the Office of Scientific and Health Communications and for all EPO scientific and health communication applications; (2) provides leadership, guidance, consultation, and training on policy, planning, management, and operations of scientific and health communications for EPO activities in domestic and international settings; (3) establishes office goals, objectives, and priorities; (4) monitors progress in implementation of projects and achievement of objectives; (5) provides technical information and support in scientific and health communication methods to the epidemiologic, surveillance, and other scientific services and applied research activities in EPO; (6) provides EPO-wide graphics support and coordinates major scientific and health communications efforts; (7) plans, coordinates, and provides support for the electronic dissemination of the MMWR series. (Approved 9/19/97)

Morbidity and Mortality Weekly Report Activity (HCB122)

(1) Develops, plans, coordinates, edits, and produces the weekly component of the MMWR series; (2) participates with other office personnel for the delivery of services and training to external organizations, both domestic and international, in the area of scientific and health communications;

(3) provides EPO-wide desktop publishing support, including the support of the MMWR series.
(Approved 9/19/97)

Public Health Publications Activity (HCB123)

(1) Develops, plans, coordinates, edits, and produces other components of the MMWR series, including the MMWR Recommendations and Reports, CDC Surveillance Summaries, and the Annual Summary of Notifiable Diseases; (2) plans, coordinates, edits, and produces other EPO and CDC program publications; (3) provides editorial services for work to be published outside CDC; (4) reviews EPO documents for editorial clearance for all publications; (5) develops and manages an internship program in scientific and health publications management; (6) participates with other office personnel for the delivery of services and training to external organizations, both domestic and international, in scientific and health communications. (Approved 9/19/97)

Office of Program Management and Operations (HCB13)

(1) Provides leadership, oversight, and guidance in the management and operations of EPO's programs; (2) plans, coordinates, and provides administrative management support, advice, and guidance to EPO, involving the areas of fiscal management, personnel, travel, and other administrative services; (3) coordinates the development of the EPO annual budget submission; (4) directs and coordinates the activities of the office; (5) conducts management analyses of EPO programs and staff to ensure optimal utilization of resources and accomplishment of program objectives; (6) plans, allocates, and monitors EPO resources; (7) maintains liaison and collaborates with other CDC components and external organizations in support of EPO management and operations; (8) plans, coordinates, and provides information resource management support, advice, and guidance to EPO; (9) sets policies and procedures; (10) provides leadership and oversight of EPO's program management and operations; (11) plans, allocates, and monitors EPO-wide resources; (12) works closely with other federal agencies involved with EPO interagency agreements; (13) coordinates EPO requirements relating to procurement, materiel management, and interagency agreements; (14) provides fiscal management and stewardship of grants, contracts, and cooperative agreements; (15) develops and implements administrative policies, procedures, and operations, as appropriate for EPO, and prepares special reports and studies, as required, in the administrative management areas; and (16) conducts management analyses of EPO programs and resources to ensure optimal utilization of resources and accomplishment of program objectives. (Approved: 12/16/2003)

Office of the Director (HCB131)

(1) Directs and coordinates the activities of the office; (2) develops long-range plans, sets annual objectives, monitors progress, and evaluates results; (3) sets policies and procedures; (4) provides leadership and oversight of EPO's program management and operations; (5) plans, allocates, and monitors EPO-wide resources; (6) maintains liaison and collaborates with the Director, Office of Program Support, other CIOs, CDC staff offices, other federal agencies, state and local health agencies, and other external organizations; (7) maintains liaison, on behalf of EPO, with the CDC Foundation and other similar organizations for the coordination of mutually-beneficial collaborative activities; (8) within the policies and guidelines of DHHS and CDC, conducts EPO planning and evaluation activities including tracking program objectives and performing evaluation studies; (9) coordinates the development of the EPO annual budget submission; (10) coordinates the annual EPO program briefing, including preparation of all written and visual materials; (11) reviews, prepares, and coordinates legislation, congressional testimony, and briefing materials; develops proposed legislation; analyzes bills; and provides for other legislative-related activities; (12) plans and prepares EPO promotional and

marketing materials; (13) works closely with other federal agencies involved with EPO interagency agreements; (14) coordinates EPO requirements relating to procurement, materiel management, and interagency agreements; (15) provides fiscal management and stewardship of grants, contracts, and cooperative agreements. (Approved 9/19/97)

Information Resources Management Activity (HCB132)

(1) Provides technical information support to the communications, epidemiologic, surveillance, training, and prevention research activities of EPO; (2) provides interface with CDC and DHHS management systems; (3) plans, coordinates, and provides EPO-wide Information Resources Management (IRM) support and services; (4) represents EPO on a variety of IRM committees, task forces, and workgroups; (5) coordinates the utilization of data information systems and technologies. (Approved: 11/10/2003)

Management Services Activity (HCB133)

(1) Plans, coordinates, and provides administrative management support, advice, and guidance to EPO involving the areas of fiscal management, personnel, travel, and other administrative services; (2) prepares annual budget plans and budget justifications; (3) coordinates EPO requirements relating to contracts, grants, cooperative agreements, and reimbursable agreements; (4) develops and implements administrative policies, procedures, and operations, as appropriate for EPO, and prepares special reports and studies, as required, in the administrative management areas; (5) conducts management analyses of EPO programs and resources to ensure optimal utilization of resources and accomplishment of program objectives. (Approved 9/19/97)

Office of Strategic Alliances for Prevention (HCB14)

(1) Provides leadership to CDC and other organizations to promote and support effective partnerships for prevention; (2) provides leadership and supports CDC's activities related to managed care organizations, public and private purchasers of health care, public health agencies, accrediting organizations, the health care delivery system, consumers, and others; (3) provides leadership to CDC and other organizations to promote and support effective partnerships for prevention among the key players in the nation's health care delivery system, including managed care organizations, public and private purchasers of health care, State and local health departments, public health agencies, accrediting organizations, care providers, consumers, and others; (4) advises CIOs on program and research needs as they relate to managed care and partnerships for prevention; (5) represents CDC in work with other governmental agencies and the private sector to improve health care quality and patient safety through initiatives such as the cross-governmental QuIC (Quality Interagency Coordinating) Task Force, the National Quality Report, the National Quality Forum, and the National Committee for Quality; (6) administers and manages contract research related to systems of care delivery; (7) provides coordinative support for CDC's Clinical Performance Measurement Working Group and Managed Care Working Group; and (8) facilitates communication and collaboration between CDC scientists and managed care researchers. (Approved: 12/16/2003)

Division of Public Health Surveillance and Informatics (HCB5)

(1) Collects, performs analyses, and disseminates public health surveillance information; (2) manages and operates the National Electronic Telecommunications System for Surveillance (NETSS), the National Notifiable Diseases Surveillance System (NNDSS), and the 121 Cities Mortality Reporting System; plans, coordinates, and produces tables, graphs, maps, and figures for the "Annual Morbidity and Mortality Weekly Report (MMWR) Summary of Notifiable Diseases, U.S.", and produces MMWR

tables from NNDSS; (3) coordinates, develops, implements, and supports CDC-wide public health information systems, including informational and communications applications, directly, as well as in collaboration with other Centers/Institute/Offices (CIOs); (4) develops improved surveillance and public health informatics methods; (5) provides consultation, technical assistance, and training on public health surveillance and health information systems to CDC and to other agencies and domestic and international organizations; (6) coordinates activities of the CDC Surveillance Coordination Group; (7) provides policy and staff support for CDC's Health Information and Surveillance Systems Board; (8) coordinates a CDC-wide initiative aimed at building State and local capacity to perform the core public health function of assessment and use of data for policy development and assurance; (9) provides program support for the development and administration of a CDC training effort in public health informatics; and (10) provides guidance and supervision to EIS Officers and Preventive Medicine Residents assigned to the Division. (Approved April 1, 1999)

Office of the Director (HCB51)

(1) Provides leadership and overall direction for the Division; (2) provides leadership and guidance on policy, program planning, program management, and operations; (3) establishes Division goals, objectives, and priorities; (4) monitors progress in implementation of projects and achievement of objectives; (5) provides management, administrative, and support services, and coordinates with appropriate EPO offices on program and administrative matters; (6) provides liaison with other CDC organizations, other governmental agencies, international organizations, the Council of State and Territorial Epidemiologists, and other constituent groups and partners; (7) provides leadership and direction, in collaboration with other CIOs, in the planning and development of computer software for use in surveillance and epidemiology, including testing and revising computer programs; (8) disseminates software for use by public health professionals; (9) plans, allocates, and monitors resources; (10) provides scientific leadership and guidance to the Division to assure highest scientific quality and ethical standards; (11) serves as the Executive Secretariat for CDC's Health Information and Surveillance Systems Board; (12) provides policy support to the Board, including coordination of the activities of the Board's subcommittees and work groups; (13) provides technical assistance, consultation, and guidance to the Board, CDC programs, and constituents on issues related to public health surveillance and health information systems and the Internet; and (14) plans and coordinates the activities of the CDC Surveillance Coordination Group. (Approved April 1, 1999)

Applied Sciences Branch (HCB54)

(1) Provides scientific and epidemiologic leadership and direction in public health surveillance and health information systems to CDC and to other agencies and domestic and international organizations; (2) researches and develops new and innovative approaches to the use of technology in surveillance activities; (3) provides guidelines for development, evaluation, and integration of NETSS and other CDC surveillance systems; (4) promotes the dissemination and use of surveillance data; (5) evaluates applicability of outside standards and standard vocabularies to CDC data needs; (6) provides guidance and supervision to EIS Officers, Preventive Medicine Residents, and Public Health Practice Specialists; (7) coordinates a CDC-wide initiative aimed at building State and local capacity to perform the core public health function of assessment and use of data for policy development and assurance; (8) responsible for management and technical assistance of the Assessment Initiative Cooperative Agreement; (9) provides program support for the development and administration of a CDC training effort in public health informatics; (10) designs curriculum and experiences for the CDC Public Health Informatics Fellowship; and (11) recruits candidates and provides supervision and oversight for the CDC Public Health Informatics Fellows. (Approved April 1, 1999)

Information Technology Branch (HCB57)

(1) Coordinates, designs, develops, implements, and supports CDC-wide public health, epidemiologic, scientific, and laboratory information systems, including database, informational, and communications applications, in collaboration with other CDC organizations with subject matter expertise and responsibility; (2) collaborates with CDC organizations to jointly develop, test, and implement CDC-wide public health information systems; (3) participates in the development or implementation of CDC plans for public health information systems; (4) researches and develops new and innovative approaches to public health applications development and database design; (5) determines appropriate technology architecture and methodology for Branch-developed systems; (6) maintains inventories and data dictionaries of CDC's public health data; (7) develops and recommends approaches for public health systems and interfaces between various information technologies for sharing data and performing cooperative applications processing; (8) determines, in consultation with CDC organizations and the CDC Systems Security Officer, applicable database and applications security measures in accordance with sensitivity and criticality of the data or system; (9) directly, as well as in collaboration with other CIOs, evaluates and recommends CDC-wide equipment and software acquisition for public health database and communications systems; (10) coordinates the provision of technical support and training in the use of CDC-wide public health information systems purchased or developed by the Branch; and (11) coordinates public health information resource management user groups. (Approved April 1, 1999)

Surveillance Systems Branch (HCB5A)

(1) Provides support, technical assistance, and training for new, developmental systems and software for use in surveillance and epidemiology; (2) directly, as well as in collaboration with other CIOs, provides support, technical assistance, consultation, and training on computerized surveillance system development, maintenance, and operation for CDC, States, and international organizations; (3) provides service and support in the expansion of the NETSS; (4) plans and coordinates State-supported activities related to the NETSS; (5) analyzes needs and designs computer systems for use by public health professionals in the effective practice of public health surveillance and epidemiology; (6) assures user support for programs developed and released by the Division; (7) operates and maintains the NETSS, the NNDSS, and the 121 Cities Mortality Reporting System; (8) provides service and support to other CDC programs and State and local health departments to enable program-specific surveillance information to be collected and disseminated through the NETSS; (9) provides support, technical assistance, consultation, and training on surveillance system development, maintenance, and operation for CDC, States, and international organizations; (10) provides leadership and direction in the development of mainframe systems for use in surveillance and epidemiology, directly, as well as in collaboration with other CIOs; (11) plans, coordinates, and produces tables, graphs, maps, and figures for the Annual MMWR Summary of Notifiable Diseases, U.S.; (12) produces MMWR tables from NNDSS; (13) plans, coordinates and develops training and educational materials for all surveillance systems; (14) provides guidance in the development, implementation, and analysis of electronic public health data to international, State, and local groups; and (15) creates, maintains, disseminates, and archives historical public health data in an electronic format. (Approved April 1, 1999)

Division of Applied Public Health Training (HCB6)

(1) Plans, directs, and manages a CDC-wide training and service program for the teaching and training of public health professionals in applied epidemiology and other public health sciences, preventive medicine, and public health program planning, implementation, and evaluation; (2) plans, directs, and manages CDC-wide training and service programs for the EIS, the PMR, and the PHPS Programs; (3) responds to domestic and international requests for assistance and consultation; (4) maintains liaison

with other governmental agencies, academic institutions and organizations, state and local health agencies, private health organizations, and professional organizations, and other outside groups; (5) assumes an active national and international leadership role in public health training. (Approved 9/19/97)

Office of the Director (HCB61)

(1) Provides leadership, direction, coordination, and management oversight to the activities of the division; (2) develops long-range plans, sets annual objectives, monitors progress, and evaluates results; (3) sets policies and procedures; (4) plans, allocates, and monitors resources; (5) provides administrative guidance and oversight in the areas of personnel, travel, and other administrative services, and coordinates with the EPO Office of Program Management and Operations, Human Resources Management Office, and Financial Management Office; (6) coordinates collaborative activities of the division and maintains liaison with other CIOs, other federal agencies, and other outside groups. (Approved 9/19/97)

Epidemic Intelligence Service Branch (HCB63)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new EIS officers; (4) plans, directs, coordinates, and conducts training and training activities for EIS officers in applied epidemiology and public health practice; (5) monitors the completion of program requirements by EIS officers; (6) maintains liaison with supervisors of EIS officers, and evaluates EIS assignments within CDC, state and local health agencies, and other sponsoring organizations; (7) approves requests for epidemiologic assistance (EPI-AIDs) and the expenditures of funds; (8) maintains liaison with alumni within and outside CDC to assist with recruitment and promotional activities; (9) plans, directs, and coordinates the Epidemiologic Elective Program for medical and veterinary students. (Approved 9/19/97)

Public Health Prevention Service Branch (HCB65)

(1) Establishes overall policies, plans, and procedures, and evaluates the effectiveness of program activities; (2) develops and maintains a strategic plan for recruitment, analyzes data to more effectively target recruitment efforts, and conducts recruitment in accordance with the CDC workforce diversity goals; (3) plans, directs, and coordinates the application, interview, selection, and assignment processes for new PHPS trainees; (4) plans, directs, coordinates, and conducts training and training activities for PHPS trainees in the development, implementation, and evaluation of prevention programs and interventions; (5) monitors the completion of program requirements by PHPS trainees; (6) maintains liaison with supervisors of PHPS trainees, and evaluates PHPS assignments within CDC, state and local health agencies, and other sponsoring organizations; (7) coordinates and provides staff support to a steering committee/advisory group charged with advising on policy matters concerning the program. (Approved 9/19/97)

State Branch (HCB66)

(1) Provides guidance and supervision to EIS officers, PMRs, and career epidemiologists assigned to state and local health departments; (2) monitors and evaluates the quality of assignments through site visits and by maintaining liaison with supervisors and other individuals in CIOs and states; (3) monitors

the completion of program requirements and evaluates the performance of state-based EIS officers; (4) serves as the focal point for assistance requests from state health departments; (5) coordinates field training activities; (6) participates in recruitment, interviewing, and assignment activities of EIS officers; (7) provides on-site consultation with state and local health departments on the establishment and maintenance of epidemiology programs; (8) provides technical assistance to other components of CDC in the investigation of multi-state disease outbreaks; (9) coordinates liaison activities with state epidemiologists and other public health officials; (10) evaluates the effectiveness of branch activities. (Approved 9/19/97)

Division of Prevention Research and Analytic Methods (HCB7)

(1) Provides leadership to CDC and other organizations about best practices based on research and scientific evidence by conducting scientific research, developing analytic methods in prevention effectiveness, and producing evidence-based products; (2) develops evidence-based recommendations for the use or non-use of population-based health interventions; (3) promotes CDC's capacity to conduct collaborative health services research with other CDC CIOs, other federal agencies, and state and local health departments; (4) provides leadership in the acquisition, application, and evaluation of economic, and decision science methods for use in public health; (5) develops capacity in the public health community to conduct and use prevention effectiveness studies; (6) develops new methods for evaluating delivery of preventive services; (7) provides consultation, technical assistance and training on analytic methods in prevention effectiveness, including prevention effectiveness, epidemiologic, evaluation, and behavioral studies issues to CDC and to other agencies and domestic and international organizations; and (8) develops projects in defined urban populations in which to evaluate the effectiveness of prevention activities. (Approved: 12/16/2003)

Office of the Director (HCB71)

(1) Manages, directs, and coordinates the research agenda and activities of the division; (2) provides leadership and guidance on strategic planning, policy, program and project priority planning and setting, program management, and operations; (3) establishes division goals, objectives, and priorities; (4) monitors progress in implementation of projects and achievement of objectives; (5) plans, allocates, and monitors resources; (6) provides management administrative and support services, and coordinates with appropriate EPO offices on program and administrative matters; (7) provides liaison with other CDC organizations, other governmental agencies, international organizations, and other outside groups; (8) provides support for internal scientific advisory groups; (9) provides scientific leadership and guidance to the division to assure highest scientific quality and professional standards; (10) provides coordinative support for CDC's Behavioral and Social Sciences Work Group; and (11) develops within CDC outcome evaluation capacity and systematic methods for evaluating health outcomes. (Approved: 12/16/2003)

Prevention Effectiveness and Health Economics Branch (HCB72)

(1) Establishes capacity in the public health community to conduct and use economic and decision analysis; (2) provides and maintains leadership in the development, acquisition, application, and evaluation of economic, decision science methods for use in public health; (3) conducts research about methods for public health economics and decision making; (4) provides economic technical assistance and training, consultation, direction, review and information resources to other organizational units within EPO and throughout CDC; (5) integrates prevention research with policy needs; (6) assists in making recommendations for policy decisions on public health policy based on prevention effectiveness of each prevention strategy; (7) conducts systematic literature reviews on the effectiveness, cost

effectiveness, and other effects of population-based health promotion and disease prevention strategies and identifies gaps in evidence which can inform additional research; (8) and supports CDC's Health Economics Research Group (HERG). (Approved: 12/16/2003)

Community Guide and Evidence Branch (HCB74)

(1) Convenes and supports the independent Task Force on Community Preventive Services which develops evidence-based recommendations for the use or non-use of population-based health interventions; (2) produces and promotes use of the *Guide to Community Preventive Services* (*Community Guide*), a compilation of the systematic reviews, evidence-based recommendations, and research needs; (3) performs evidence reviews of the efficacy and effectiveness of prevention activities not associated with the *Community Guide*; (4) assists CDC and other Federal and non-Federal partners to understand, use, refine, and communicate methods for conducting systematic reviews; (5) assists CDC and other federal and non-Federal partners to link reviews of evidence to guidelines development and/or program implementation; (6) coordinates and manages large and diverse teams of internal and external partners in the systematic review process; (7) coordinates and manages a working group of CDC, DHHS, and non-governmental partners to develop and/or refine methods for conducting systematic reviews; (8) provides consultations for implementing *Community Guide* recommended strategies; (9) coordinates and manages a working group of CDC, DHHS and non-governmental partners to diffuse *Community Guide* reviews, recommendations, and research needs to appropriate audiences throughout the U.S. health care and public health systems; (10) participates in the development of national and regional public/private partnerships to enhance prevention research and the translation of evidence into policy and action; (11) conducts scientific evaluation of the Division-related prevention activities; (12) identifies opportunities for and conducts passive and active dissemination of the *Community Guide* reviews and recommendations and integration of these products into decision-making processes; (13) identifies and conducts passive and active dissemination of research needs identified in the *Community Guide* to key partners who have the capacity to fund and/or conduct additional research that would close gaps identified in the systematic reviews process; (14) communicates the *Community Guide*'s reviews, recommendations, and research needs beyond the *Morbidity and Mortality Weekly Report* (MMWR) and the *American Journal of Preventive Medicine* (AJPM) publications via other journals, books, the world wide web, and other media; (15) designs and conducts programmatic, process and outcome evaluation strategies for all stages of development and diffusion of the *Guide to Community Preventive Services*; (16) creates materials and manages dissemination of the *Community Guide* and other Division tools that promote effective decision making and use of effective prevention tools; (17) assists in making recommendations for prevention and policy decisions; (18) provides technical assistance; (19) provides coordination support for CDC's Behavioral and Social Sciences Work Group; and (20) develops within CDC outcome evaluation capacity and systematic methods for evaluating health outcomes. (Approved: 12/16/2003)

Division of International Health (HCB8)

(1) Develops, promotes, and conducts international training, consultation, capacity building, and other assistance in applied epidemiology, public health surveillance, and systematic use of epidemiologic and other data for health policy formulation, allocation of health resources, and direction and evaluation of public health program operations and effectiveness; (2) provides policy direction for all EPO activities associated with international health; (3) collaborates with the other CDC organizations, international agencies, foreign governments, and non-profit organizations in support of EPO's international activities.

Office of the Director (HCB81)

(1) Provides leadership and overall direction for the division; (2) provides leadership and guidance on policy, program planning, program management, and operations; (3) plans, allocates, and monitors resources; (4) provides leadership and management oversight in assisting national ministries of health, international agencies, and non-profit organizations in the delivery of epidemiologic services and the development of international epidemiologic networks; (5) provides liaison with other CDC organizations, other federal agencies, national ministries of health, and international organizations.

Competency Based Training, Evaluation, and Surveillance Branch (HCB82)

(1) Collaborates with federal agencies, national ministries of health, international agencies, and non-profit organizations to plan, direct, and coordinate data for decision making activities, both foreign and domestic; (2) assists with the development of capacity to design and conduct economic evaluation of capacity development training programs; (3) collaborates with federal agencies, national ministries of health, international agencies, non-profit organizations in development of capacity to use surveillance data for policy formulation, resource allocation, and public health management (e.g., Data for Decision Making); (4) provides consultation to ministries of health in development of surveillance systems (e.g. injury, chronic diseases, infectious diseases, etc); (5) provides on-site technical assistance, consultation, and training to other countries and international organizations in applied communications, publications management, health information systems development and management, and health economics; (6) develops and evaluates competency-based training materials; (7) maintains divisional training material library and website; (8) collaborates within CDC, with other national or international-based organizations in development of competency-based training materials, evaluation of training, and design of surveillance systems needed to accomplish DDM or AETP.

Public Health Systems Development Branch (HCB83)

(1) Plans, directs, supports, and coordinates AETPs with ministries of health; (2) provides leadership and management oversight in assisting ministries of health in training of epidemiologists through the development of residency-style, applied epidemiology and training programs (AETPs); (3) provides leadership and expertise in assisting national ministries of health and domestic entities in utilizing trained epidemiology generalists in developing health policy and implementing and evaluating health programs; (4) assigns and manages professional epidemiologists as long-term, in-country consultants to ministry of health programs in epidemiological training and capacity development; (5) provides or facilitates on-site consultation to support AETPs in ministries of health and international organizations through competency development as appropriate; (6) collaborates with AETPs to develop skills in teaching program management; (7) collaborates within CDC, with other national or international-based organizations in support of AETPs. (Approved: 03/14/2003)